

Date:	FICE Code:	Institution:	
Contact Information			
Position	Name	Email	Phone
Financial Aid Director			
Reporting Financial Aid Officer			
Business Office Contact			

Current Request		
Type of funds	Current amount being requested	Number of unique students awards being funded via current request*
Grants/Scholarships		
Other Associated Cost		

IMPORTANT NOTE: If requesting program funds for associated cost, an itemized excel spreadsheet must be submitted along with the Funds Request Form.

Total Funds		
Total Bilingual Education Scholarship Allocation	Year-to-date amount requested including current request**	Number of Year-to-date unique student awards funded including current request***

* The count of recipients receiving program funds for the first time this award year via this current request.

** The cumulative total amount of funds requested this fiscal year including this request.

*** The total number unique students who have received funds this fiscal year including those who will receive funds from this request.

By submitting this form, I certify that the amount requested and the number of recipients (both new and year-to-date) as reported on this request form are accurate as of today's date. I further understand the importance of the accuracy of this information, as it may be reported to Legislatures and is subject to review during a program audit. In addition, when requesting funds for associated cost, an itemized list with dollar amounts will be provided along with this request.

Certifying Name/ Title

Signature

Date

- I confirm that this is an original (not a duplicate) submission.
- I confirm that this is a revised request that is replacing a previously submitted request. If so, enter the date of the original submission and the reason for the revision in the following sections.

_____ Date of Original Submission

To send the completed form:

- Click the **SUBMIT** button.
 - An email with this form attached will open in a new window.
- Enter the six-digit FICE code and file name in the subject line.
 - Example: 012345_ Bilingual Education Funds Request Form FY 2019.
- Click the **SEND** button to submit the form.

Submit

Forms that cannot be sent using the SUBMIT button should be manually completed, scanned and emailed to FASOperations@theccb.state.tx.us.